



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FT. BELVOIR, VIRGINIA 220604221



IN REPLY
REFER TO

CAHS

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MEMORANDUM FOR COMMANDER, DEFENSE CONTRACT MANAGEMENT COMMAND

SUBJECT: Voluntary Early Retirement Authority (VERA) Approval

As you are aware, DoD faxes the first page of the VERA approval package to this office, and we, in turn, fax it to you. We are now forwarding the entire approval package(s) to you for your files.

Please take note that all VERA reports are due 30 days after the end of the VERA. This report date is stated in your approval package. Please provide the requested information in accordance with the reporting requirement and forward your completed reports to this office. This office will submit your completed reports to the CARE office.

If you have any questions or need additional information, please contact Ms. Janet Hoffheins, DSN 427-6419, or Ms. Donna Quigley, DSN 427-6416.

CHESTER H. ORNDORFF
Assistant Executive Director
Staffing, Labor, and
Employee Relations
Human Resources

Attachment





DEPARTMENT OF DEFENSE
CIVILIAN PERSONNEL MANAGEMENT SERVICE
1400 KEY BOULEVARD
ARLINGTON, VA 22209-5 144

NOV 25 1998

MEMORANDUM FOR EXECUTIVE DIRECTOR, HUMAN RESOURCES,
DEFENSE LOGISTICS AGENCY

SUBJECT: Defense Logistics Agency (DLA), Voluntary Early Retirement
Authority (VERA) Request - Approved Authority 99-01-901, Defense
Contract Management Command (DCMC)

Your request dated November 25, 1998, for subject authority is approved and is effective beginning with the date of this memorandum. The authority covers all eligible employees in the numbers and locations as identified in your request and extends through September 30, 1999.

Supplemental instructions and reporting requirements associated with the use of this authority are attached for your information and use. You should collect the necessary information for the authority using the attached VERA Report Format and submit the report to this office not later than October 30, 1999. For this office to accurately report VERA use information to the Office of Personnel Management, it is imperative that all separation data associated with VERA use be immediately entered into the Defense Civilian Personnel Data System.

Questions concerning this authority approval should be directed to the undersigned at (703) 696-1799.

A handwritten signature in black ink, appearing to read "G. Jorge Araiza", is positioned above the printed name and title.

G. JORGE ARAIZA
CARE Division Operations Coordinator
Civilian Assistance and Re-Employment Division

Attachments:
As stated

Supplemental Instructions for Voluntary Early Retirement Authority (VERA)

The Civilian Assistance and Re-Employment (CARE) Division has approved your request for VERA as authorized by the Office of Personnel Management on June 18, 1998.

This authority has been granted based on information contained in your request concerning the number of excess employees in your activity, the number of employees eligible for voluntary early retirement, and the number of employees expected to exercise the early retirement option. This authority may not be used to affect early retirement of any employee not covered by the justification provided in your VERA request. We require that you advise the CARE Division if any of these factors change.

Otherwise eligible employees on temporary appointments or those who have not been continuously employed by DoD since April 13, 1998, are excluded from consideration for early retirement. Also excluded are employees in receipt of a final notice of involuntary separation for misconduct or unacceptable performance. Additionally, a VERA recipient may not be retained in a duty status after the effective date of the respective reduction in force (RIF) for any reason.

If you specified the use of multiple opportunity windows in your original request, you may manage these windows by established opening and closing dates or by prescribed limits on the number of VERA offers when these controls are announced prior to the opening of the respective window. Once a window is announced, the time period, the number of applications authorized, or the use of any announced nonpersonal factors can only be modified when the circumstances used to justify the VERA request have changed significantly. Any such modifications will require notification to the affected employees in order to insure a balance between employee entitlement and management considerations. These revisions may be applicable to the entire authority or only to employees in specific organizational units, occupations or geographic areas.

If it is necessary to amend the basic authority, an abbreviated request/amendment will be required. The Request Format is used for this purpose; however, only information relating to the new management requirements is submitted. Substantial new requirements may necessitate submission of a new VERA request.

The results of a VERA should, as a minimum, reflect one employee saved from separation, demotion, or relocation to a different commuting area, under RIF procedures, for each early retiree. All possible steps will be taken to ensure no coercion is exercised by agency managers or employees against an employee who is eligible to retire. Retiring employees must be off the rolls by the expiration or termination date (usually RIF-effective date) of this approved authority.

For each voluntary early retirement, the individual retirement record (Standard Form 2806 for CSRS or Standard Form 3 100 for FERS) must show the appropriate authority. For this purpose, a statement similar to the following should appear on the last line used for the service history portion of the form for CSRS and FERS, respectively: RET 5 U.S.C. 8336(d)(2), or RET 5 U.S.C. 8414(b)(1)(B); OPM Authority Number 99-01--*.

Standard Forms 50 used to separate employees who are retiring under this authority must use the appropriate nature of action codes:

<u>Block</u>	<u>Code-CSRS</u>	<u>Code-FERS</u>
5-A	303	303
5-B	Retirement-Special Option	Retirement-Special Option
5-c	V3P	USM
5-D	5 U.S.C. 8336(d)(2)	PL 99-335
5-E	AZM	AZM
5-F	OPM Auth. 99-01--*	OPM Auth. 99-01--*

* 3 digit DoD VERA identification number assigned by DoD, CARE Division.

Please review the reporting requirements (attached) to determine tracking requirements for the required data. A final report must be forwarded to the CARE Division no later than 30 days following the expiration or termination of your VERA.

**Voluntary Early Retirement Authority (VERA)
Report Format¹**

A final report is due no later than 30 days after the expiration or termination of the VERA. Completed reports should be forwarded through the chain of command to the Defense Civilian Personnel Management Service, CARE Division, 1400 Key Boulevard, Suite B-200, Arlington, VA 22209-5144.

Supporting Civilian Personnel Office:

Voluntary Early Retirement Authority Number:

1. Number of voluntary early retirements - VSIP paid:

- (a) Total early retirees: _____
- (b) Average age of early retirees: _____
- (c) Average grade of early retirees: _____
- (d) Average amount of VSIP: _____

2. Number of voluntary early retirements - no VSIP paid:

- (a) Total early retirees: _____
- (b) Average age of early retirees: _____
- (c) Average grade of early retirees: _____

3. If RIF was used, number of employees affected:

- (a) Total RIP separations: _____
- (b) Total RIP downgrades: _____
- (c) Total RIP reassignments: _____

4. Attrition other than VERA:

- (a) Retirements: _____
- (b) Resignations: _____
- (c) Transfers: _____
- (d) Other: _____
- (e) Total: _____

5. Number of new employees placed in vacancies created by VERA:

¹ Based on OPM Director's Memorandum, December 16, 1997, Subject: Approval of New Voluntary Early Retirement Authorities for Fiscal Year 1998.